



**CITY OF FOREST PARK MAYOR & COUNCIL**

**City Council Work Session**

Monday, April 05, 2021 at 6:00 PM  
Virtual Meeting Via Zoom and YouTube Livestream

**Website:** [www.forestparkga.gov](http://www.forestparkga.gov)  
**YouTube:** <https://bit.ly/3c28p0A>  
**Phone Number:** (404) 366.1555

**FOREST PARK CITY HALL**  
745 Forest Parkway  
Forest Park, GA 30297

**Agenda**

The Honorable Mayor Angelyne Butler, MPA

The Honorable Kimberly James      The Honorable Dabouze Antoine  
The Honorable Hector Gutierrez      The Honorable Latresa Akins-Wells  
The Honorable Allan Mears

Dr. Marc-Antonie Cooper, City Manager  
Sharee Steed, City Clerk  
Mike Williams, City Attorney

**VIRTUAL MEETING NOTICE**

**DISCLAIMER:** Mayor and Council Meeting is accessible to the public or media through web or teleconference. For in person attendance CDC requirements of Masks and Social Distancing will be adhered.

To join the meeting via Zoom:

<https://us02web.zoom.us/j/85744316200?pwd=d0ltNzA4MUtZOGNCEGIDWVEzdXpDUT09>

**Meeting ID:** 812 4453 2106

**Passcode:** 083 434

**Join Zoom by Phone (One Tap Mobile):** Please dial 1 301 715 8592

*Meeting ID and Password are above*

**To watch the meeting via YouTube:** <https://bit.ly/3c28p0A>

The Council Meetings will be livestream and available on the City's YouTube page "City of Forest Park GA".

*Please Subscribe to our YouTube page for notifications!*

**CALL TO ORDER/WELCOME:****ROLL CALL - CITY CLERK:****CITY MANAGER'S REPORT:**

Swearing-In for City Manager:

**COVID-19 UPDATE:** Deputy Fire Chief, Clemons and Division Chief, Joel Turner

**NEW BUSINESS:**

1. Discussion to Approve the Fire Department Budget Amendment/Transfer of Funds – Director of Fire, Chief Don Horton & Interim Director of Finance, Darquita Williams

**Background and Summary:**

The fire department will be hosting a Fire Recruit Academy starting April 7, 2021 to help fill 17 current vacancies. Funds are needed to cover the cost of books, background checks, EMS mannequins, ACMABT-subscriptions to sign up for clinicals to be performed at Piedmont Hospital, and certifications of EMT and EMT-A. The Fire Department did not account for the Recruit Academy in the FY 21 budget; thus no funds were allocated for this training. The Fire Department is requesting the following budget amendment from their Computer Outlay line item to their Training Aid line item. This transfer will not have a negative impact on any of the involved line items.

2. Discussion to Approve the Parks and Recreation Budget Amendment/Transfer of Funds – Director of Parks and Recreation, Tarik Maxwell & Interim Director of Finance, Darquita Williams

**Background and Summary:**

Due to COVID 19, the Parks and Recreation department has not been able to utilize funds that were originally allocated for various indoor activities. The Parks and Recreation department would like to continue providing the citizens of Forest Park with great entertainment and wonderfully experiences by offering more outdoor events and festivals during this 3rd and 4th quarter. The Parks and Recreation department is requesting the following budget amendments. These transfers will not have a negative impact on any of the involved line items.

3. Discussion to Approve RESOULTION 2021-16 the Adopt-A-Road Initiative.- Councilman, Hector Gutierrez

**Background and Summary:**

Implementing the Adopt-A-Road program/Resolution will help encourage more participation amongst groups in the community with keeping the City clean. Community groups would be able to adopt a road in the city and would be responsible for completing an organized clean-up at least once a month.

4. Discussion to Approve the Finance Department's Budget Amendment - City Manager, Dr. Cooper & Interim Finance Director, Darquita Williams

**Background and Summary:**

Mauldin & Jenkins, CPA & Advisors is actively completing the FY20 financial audit for the city. There is currently \$8,250 left on the contract to bill out; however, Mauldin & Jenkins has notified us that the current "Work in Progress" bill as of March 31, 2021 is \$25,000 which results in an overage \$16,728. These overages are due to audit inefficiencies extending the audit past the projected completion date. We are requesting the following budget amendment to cover the cost of the Work in Progress bill. This transfer will not have a negative impact on any of the involved line items.

**EXECUTIVE SESSION:** (When an Executive Session is required, one will be called for the following issues: Personnel, Litigation or Real Estate)

**ADJOURNMENT:**

In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 706-864-6133.

**File Attachments for Item:**

1. Discussion to Approve the Fire Department Budget Amendment/Transfer of Funds – Director of Fire, Chief Don Horton & Interim Director of Finance, Darquita Williams

**Background and Summary:**

The fire department will be hosting a Fire Recruit Academy starting April 7, 2021 to help fill 17 current vacancies. Funds are needed to cover the cost of books, background checks, EMS mannequins, ACMABT-subscriptions to sign up for clinicals to be performed at Piedmont Hospital, and certifications of EMT and EMT-A. The Fire Department did not account for the Recruit Academy in the FY 21 budget; thus no funds were allocated for this training. The Fire Department is requesting the following budget amendment from their Computer Outlay line item to their Training Aid line item. This transfer will not have a negative impact on any of the involved line items.



## Agenda Item #1 Supporting Information

### **Discussion to Approve the Fire Department Budget Amendment/Transfer of Funds**

*Transfer \$9,560 from account 100-61-3510-54-2401 (Computer Equipment Outlay) to 100-61-3510-52-3712 (Training Aid)*

**File Attachments for Item:**

2. Discussion to Approve the Parks and Recreation Budget Amendment/Transfer of Funds – Director of Parks and Recreation, Tarik Maxwell & Interim Director of Finance, Darquita Williams

**Background and Summary:**

Due to COVID 19, the Parks and Recreation department has not been able to utilize funds that were originally allocated for various indoor activities. The Parks and Recreation department would like to continue providing the citizens of Forest Park with great entertainment and wonderfully experiences by offering more outdoor events and festivals during this 3rd and 4th quarter. The Parks and Recreation department is requesting the following budget amendments. These transfers will not have a negative impact on any of the involved line items.



## Agenda Item #2 Supporting Information

### **Discussion to Approve the Parks and Recreation Budget Amendment/Transfer of Funds**

*Transfer \$10,000 from account 100-41-6110-52-2100 (Janitorial Contract) to 100-41-6190-53-1118 (Special Events)*

*Transfer \$12,000 from account 100-41-6120-53-1115 (Instructional Classes) to 100-41-6190-53- 1118 (Special Events)*

*Transfer \$3,962 from account 100-41-6120-53-1108 (Senior Programs) to 100-41-6120-53-1109 (Adult Recreation)*

*Transfer \$3,000 from account 100-41-6120-53-1115 (Instructional Classes) to 100-41-6120-53-1109 (Adult Recreation)*

*Transfer \$3,200 from account 100-41-6110-52-2100 (Janitorial Contract) to 100-41-6120-53-1109 (Adult Recreation)*

**File Attachments for Item:**

3. Discussion to Approve RESOULTION 2021-16 the Adopt-A-Road Initiative.-  
Councilman, Hector Gutierrez

**Background and Summary:**

Implementing the Adopt-A-Road program/Resolution will help encourage more participation amongst groups in the community with keeping the City clean. Community groups would be able to adopt a road in the city and would be responsible for completing an organized clean-up at least once a month.



RESOLUTION NO. 2021-16A RESOLUTION TO APPROVE AN ADOPT-A-ROAD  
PROGRAM FOR THE CITY OF FOREST PARK

WHEREAS, the City of Forest Park (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with being fiscally responsible concerning the use and expenditure of all public funds; and

WHEREAS, the City Council desires to establish a program to allow volunteers and/or volunteer organizations to “adopt” certain roads which would commit such persons to monthly clean-ups of those roads;

WHEREAS, the Mayor and Council believe that the program is in the best interest of the City and its citizens;

THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST PARK  
HEREBY RESOLVES:

**SECTION 1. Approval.** The program attached hereto as Exhibit A is hereby approved.

**SECTION 2. Public Record.** This document shall be maintained as a public record by the City Clerk and shall be accessible to the public during all normal business hours of the City of Forest Park.

**SECTION 3. Authorization of Execution.** The Mayor or Mayor Pro Tem is hereby authorized to sign all documents necessary to effectuate this Resolution.

**SECTION 4. Attestation.** The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this ordinance, subject to approval as to form by the City Attorney.

**SECTION 5. Effective Date.** This resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Forest Park as provided in the City Charter.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

SO RESOLVED this 5<sup>th</sup> day of April 2021.

\_\_\_\_\_  
Mayor Angelyne Butler

\_\_\_\_\_  
Council Member Kimberly James, Ward 1

\_\_\_\_\_  
Council Member Dabouze Antoine, Ward 2

\_\_\_\_\_  
Council Member Hector Gutierrez, Ward 3

\_\_\_\_\_  
Council Member Latresa Wells, Ward 4

\_\_\_\_\_  
Council Member Allan Mears, Ward 5

ATTEST:

\_\_\_\_\_  
City Clerk (SEAL)

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

**EXHIBIT A**

ADOPT-A-ROAD PROGRAM DETAILS



- 
- An application must be completed, indicating all relevant contact information, group information. All volunteers will be asked to select an area that has a significant and identifiable need for litter reduction efforts.
  - A Liability Waiver form must be completed and be submitted for each volunteer at the same time the application is submitted.
  - All volunteers must sign up individually and submit separate Liability Waiver forms, even if you plan to pick up litter as part of a regular group effort.
  - All volunteers under the age of 18 will require parent/guardian signatures on sign-up and liability waiver forms. Volunteers under the age of 15 must be accompanied by adult supervision.
  - All volunteers will be expected to review and practice all safety recommendations (attached) provided by this public area adoption program. Safety is our primary concern.
  - All individuals and groups are expected to make a commitment for a minimum of 1 year. Your group is asked to remove litter and maintain your respective road MONTHLY and/or as needed. Volunteers are encouraged to work as part of a recognizable group. Volunteers are expected to collect stray litter, debris, etc and put it in a central place instructed to them by the Public Works Department.
  - Please inform the City of Forest Park in writing if you and/or your group is unable to keep your adoption commitment. Your location will become eligible for another group.
  - Areas are checked regularly. You will be notified if a particular problem develops in your adopted area.



**ADOPT- A -ROAD**  
A Clean Forest Park Initiative

CITY OF  
**FORESTPARK**

# ADOPT A ROAD APPLICATION

*"Together, we make a clean Forest Park"*

Date: \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact #: \_\_\_\_\_

Email address: \_\_\_\_\_

Group Affiliation: \_\_\_\_\_

Name to be placed on Adopt A Road Sign :

Desired Location(s) to Adopt:  
\_\_\_\_\_

Signature

Date

\*\*\* Consent of Parent or Guardian if Volunteer is Under Age 15 \*\*\*

**Return application via mail:**

Forest Park City Hall  
Executive Office  
Attention: Adopt A Road  
745 Forest Parkway  
Forest Park, GA 30297

**Return application via email:**

K'Sandra Thomas  
Attention: Adopt A Road  
ksanthomas@forestparkga.gov



# ADOPT A ROAD WAIVER

*"Together, we make a clean Forest Park"*

THIS RELEASE AND WAIVER OF LIABILITY (the "Release") executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_ (the "Volunteer") in favor of CITY OF FOREST PARK, GEORGIA, a Georgia Municipal Corporation ("Forest Park"), its elected officials, officers, employees, and agents.

IN CONSIDERATION OF THE VOLUNTEER BEING ABLE to serve as a volunteer for the City of Forest Park in any activity which include but not limited to participation in the City's Adopt-A-Street program or any other volunteer program created by the City of Forest Park for the maintenance, improvement or work in or upon City facilities, or any other related City of Forest Park activity, the undersigned Volunteer and/or guardian do hereby freely, willfully, and without duress execute this Release and Waiver of Liability under the following terms:

1. **WAIVER AND RELEASE:** Volunteer and/or guardian does hereby release and forever discharge and hold harmless the City of Forest Park, its elected officials, officers, employees, board members, and agents and their successors and assigns from any and all liability and claims, demands, rights of action, or actions, of whatever kind of nature, either in law or equity, which arise or may hereafter arise from Volunteer's activities with the City of Forest Park; Volunteer and/or guardian understands and acknowledges that the execution of this Release discharges and will discharge the City of Forest Park from any liability or claim that the Volunteer may have against the City of Forest Park with respect to any bodily injuries, personal injuries, illnesses, death, or property damage which may result from Volunteer activities with the City of Forest Park. Volunteer and/or guardian further understands that the City of Forest Park assumes no responsibility for and is not obligated in any way to provide financial assistance or other assistance including but not limited to medical, health, or disability insurance, in the event of injury, illness, death, damage. Volunteer and/or guardian agree to hold harmless and indemnify the City of Forest Park from any legal matter, lawsuit, or litigation arising from this volunteer relationship.

2. **MEDICAL TREATMENT:** Volunteer and/or guardian does hereby further release and forever discharge the City of Forest Park and its elected officials, officers, employees, board members, and agents from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Volunteer's activities with the City of Forest Park. Volunteer and/or guardian understand and acknowledge that the execution of this Release will release the City of Forest Park from any financial or other assistance in the event of injury, or death, or property damage. All volunteers are encourage and expected to maintain their own medical and health insurance.

3. **ASSUMPTION OF THE RISK:** Volunteer and/or guardian recognized and understands that the activities with the City of Forest Park shall include but is not limited to, inherently hazardous activities such as picking up trash and debris along public road and streets, construction, loading and unloading, and transportation to and from the work sites. Volunteer and/or guardian hereby expressly and specifically assumes the risk of injury or harm in these situations and releases and discharges the City of Forest Park from and waives any and all liability for any injury, illness, death, or property damage resulting from the activities of the Volunteer with the City of Forest Park.

4. INSURANCE: All volunteers are expected and encouraged to arrive with their own health insurance in effect.

5. OTHER: Volunteer and/or guardian expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Georgia. Volunteer and/or guardian agrees that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions hereof which shall continue to be enforceable. Volunteer hereby grant and convey unto the City of Forest Park all right, title, and interest in any and all photographic images and/or video or audio recordings made by any member of the City of Forest Park's staff during the volunteer's activities with the City of Forest park, including, but not limited to any royalties, process, or other benefits derived from such photographs or recordings. Volunteer and/or guardian understand that the City of Forest Park is not agreeing to employ said volunteer, and that no employer/employee relationship exists between the parties. Volunteer and/or guardian understand this is the complete and only agreement between the parties.

IN WITNESS WHEREOF, Volunteer has executed this Release as of the day and year first above written.

VOLUNTEER: \_\_\_\_\_  
WITNESS: \_\_\_\_\_  
DATE OF BIRTH: \_\_\_\_\_  
Phone # \_\_\_\_\_

**If volunteer is a minor (under the age of 18), parent/guardian signature is required. If Volunteer is under the age of 15, reasonable supervision by an adult (person age 18 or over) is required.**

GUARDIAN: \_\_\_\_\_  
In case of emergency, contact \_\_\_\_\_  
Address: \_\_\_\_\_  
Family Physician \_\_\_\_\_  
Allergies (Medicine, Food, etc.) \_\_\_\_\_

-----



CITY OF  
**FORESTPARK**

---

## **ADOPT A ROAD SAFETY RECOMMENDATIONS**

- Carpool to the litter pick-up area if possible to keep vehicles to a minimum.
- Park vehicles away from the roadway.
- Keep work group to a manageable size.
- Closely supervise youth group. Volunteers age 12 and under should be discouraged from collecting litter in streets.
- Do not remove any hazardous materials found on the site.
- Stay clear of construction areas.
- Do not pick-up litter on bridges and overpasses or in tunnels.
- Attend mandatory safety meeting with group prior to litter pick-up activities.
- Do not pick-up litter during inclement weather, hours of darkness or hours of peak traffic.
- Be aware of possible contact with poisonous plants, stinging insects, fire ants and snakes.
- Consider the possibility of any participant's known allergies prior to litter pick-up.
- Do not allow participants to partake of, possess or distribute alcoholic beverages while involved in litter pick-up.
- Make participants aware that they are working in a potentially dangerous environment and caution them to act accordingly.
- Use gloves and protective clothing and urge all participants to do so.



## Adopt A Road: A Clean Forest Park Initiative

*The City of Forest Park is seeking volunteers to lend a hand in keeping some public spaces around the City clean. Any road in the City of Forest Park is available for "adoption." Volunteers must maintain the adopted area for up to one year and complete Safety Training through our Forest Park Public Works Department. Adopted roads may be renewed upon request.*



**Adopt-A-Road Volunteers will receive:**

- A sign installed to identify their ownership of the adopted location
- Garbage bags
- Litter grabbers
- Safety vest & gloves

**All program requirements are strictly enforced.** Adopt-a-Street volunteers are required to notify the City of Forest Park if they cannot keep their adoption commitment. If so, the spot will become available for another entity to adopt.

**Areas are checked regularly by staff, and volunteers will be notified if problems develop on their adopted road.**

The City of Forest Park appreciates the community's efforts to keep spaces clean in the interest of public health and wellness. For additional information, please contact K'Sandra Thomas at 404.366.4720.

**File Attachments for Item:**

4. Discussion to Approve the Finance Department's Budget Amendment - City Manager, Dr. Cooper & Interim Finance Director, Darquita Williams

**Background and Summary:**

Mauldin & Jenkins, CPA & Advisors is actively completing the FY20 financial audit for the city. There is currently \$8,250 left on the contract to bill out; however, Mauldin & Jenkins has notified us that the current "Work in Progress" bill as of March 31, 2021 is \$25,000 which results in an overage \$16,728. These overages are due to audit inefficiencies extending the audit past the projected completion date. We are requesting the following budget amendment to cover the cost of the Work in Progress bill. This transfer will not have a negative impact on any of the involved line items.



## Agenda Item #3 Supporting Information

### Finance Department Budget Amendment

*Take \$12,500 from account 100-21-1320-52-3701 (School, Seminar, Travel) and move to 100-21-1320-52-1002 (Consulting Services)*

*Take \$12,500 from account 100-21-3920-52-1004 (Emergency Preparedness) and move to 100-21-1320-52-1002 (Consulting Services)*